



Minutes

Date: June 23rd, 2020
Time: 3:30pm – 5:30pm
Location: This meeting was held remotely due to the shelter-in-place orders*
 By video: <https://zoom.us/j/573900329?pwd=a3BzTFNFVml5ckF2U2dsbXFLR0Z6QT09>
 By phone: (415) 762-9988
 Meeting ID: 573 900 329 // Password: 027443

Attendees: **Board Members:** Bita Nazarian (Chair), Pooja Shah (Treas.), Farouk Ladha, Ravi Paidipaty, Patience Yi, Lindsay Florin
Apologies: Danny Karubian
Staff: Ryan Chapman, Emily Bobel Kilduff
Guests: Andrew Glickman, Dena Koren (Edtec), Jeff Thompson (Edtec)

1. Welcome and Attendance	3:30 – 3:40pm
- Welcome and Overview of Meeting <i>Action: Quorum established</i>	Documents: 1. 200623 Agenda
2. Public Forum**	3:40 – 3:45pm
3. Finance & Fundraising	3:45 – 4:25pm
<ul style="list-style-type: none"> - June '20 Finance Update - 2020-21 Fundraising Overview - Final Review of 2020-21 Budget <i>Action: 2020-21 Budget approved</i> <p>The board inquired about the Pay check Protection Program Loan (PPP) and the likelihood of forgiveness. The school clarified that the criteria and timelines for converting the loan to a grant were still being defined. The board also noted the school’s negative operating income and emphasized the need to maintain a sufficient cash position.</p> <p>Edtec presented on budget and detailed the large questions regarding state revenue assumptions, including an increase in COLA (from previous negative estimates) and the risk of deferrals. It was agreed that retaining cash will be paramount to weathering the likely instability of State funding.</p> <p>The school gave an overview of our program and organizational development priorities for 2021 and how this shaped the budget. Expenditure that was left out of the proposed budget was detailed and prioritized for reintegration if and when state funding and philanthropy became clearer.</p>	Documents: 3a. June '20 Finance Package 3b. 2020-21 Fundraising Overview 3c. 2020-21 MY Budget & Overview

<p>The board discussed the ongoing risk to local revenue, including after-school fees. The school agreed to re-evaluate fees for service and the impact of social distancing on capacity and attendance.</p> <p>The school presented on the \$200K gap this year, largely due to COVID and a delay in fulfilment, not drop in donations. The school laid out the path for raising \$1.8M in 2021, focusing on renewals. It was noted that the development of new donors and the upgrading of existing donors will be a focus of the upcoming year to meet our goals. The board agreed that the hiring of the Development Manager was essential to achieve this.</p>	
<p>4. Local Control Accountability Plan</p>	<p>4:25 – 4:35pm</p>
<ul style="list-style-type: none"> - COVID-19 Operations Written Report <i>Action: COVID-19 Operations Written Report approved</i> 	<p>Documents: 4. COVID-19 Ops Written Report</p>
<p>5. Co-founders’ Report</p>	<p>4:35 – 5:15pm</p>
<ul style="list-style-type: none"> - Progress on Priorities <ul style="list-style-type: none"> - Re-entry Planning (key decision and implications) <p>The school presented on our preliminary plans and considerations for re-opening in the fall.</p> 	<p>Documents: 5a. June ‘20 Update & Risk Analysis 5b. Fall Re-Entry Planning</p>
<p>6. Consent Agenda</p>	<p>5:15 – 5:25pm</p>
<ul style="list-style-type: none"> - Approval of Previous Minutes <i>Action: 200407 Minutes approved</i> <i>Action: 200421 Minutes approved</i> - 2020-21 Funding Approval <i>Action: 2020-21 EPA Spending Plan and Resolution approved</i> <i>Action: 2019-20 EPA Spending Plan and Resolution approved</i> - 2020-21 Contract/Agreement Approval <i>Action: 2019-20 Audit Engagement Letter approved</i> <i>Action: 2020-21 Charter Safe Proposal approved</i> <i>Action: 2020-21 Seneca Contract approved</i> <i>Action: 2020-21 Cappstone Janitorial Service Outline approved</i> <i>Action: Loan Repayment – R. Chapman approved</i> - 2020-21 Board Meeting Schedule <i>Action: 2020-21 NSSF Board Meeting Schedule approved</i> <i>(Pending a shift in the June date for Bitu Nazarian)</i> - Compliance & Policy <i>Action: Certification of Governing Board Compliance Review 2019–2020 approved</i> <i>Action: Credit Card Account Revisions approved</i> 	<p>Documents: 6a. 200407 Minutes 6b. 200421 Minutes 6c. EPA Spending Plans & Resolutions 6d. Audit Engagement Letter (CWhite) 6e. 2020-21 NSSF CharterSafe Prop. 6f. 2020-21 SFUSD-NSSF FUA 6g. 2020-21 Seneca Master Contract 6h. 2020-21 Cappstone Outline 6i. NSSF Loan Agreement (RKC) 6j. 2020-21 NSSF Board Schedule 6k. SB126 Compliance Requirements 6l. NSSF Credit Card Approval</p>

<i>All approve</i>	
7. Any Other Business	5:25 – 5:30pm
- Possible July Board meeting	

*Pursuant to the Governor’s Executive Order N-25-20, all members of the Board of Directors as well as the Executive Team, will join the meeting via phone/video conference. No teleconference locations will be posted.

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**Anyone is welcome to attend the Board meeting. Please note that the Public Forum segment of the agenda is provided to the public for the opportunity to directly address the Board on any item on the agenda or any other issue regarding New School SF. If several people are present and want to speak before the Board, time allotted to each person may be limited. Members of the public may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can discuss, respond, and possibly act upon such an item.